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10 NOV 1955

DELEGATION OF AUTHORITY - POSITIONS AND ASSIGNMENTS OF PERSONNEL

While it is recognized that a delegation of authority to effect changes to positions and reassignments of personnel will create some additional problems, it is considered that the following policies, if adopted, would go a long ways towards providing the flexibilities and accurate reporting generally desired:

- a. The Director of Personnel to delegate authority to individuals in the field carrying the SP (in some cases SA) designation, who are not on his T/O, to classify positions at the request of the Station Chief as limited below. Such actions should be subject to post-audit by the Director of Personnel.
  - (1) In those cases when applicable position standards are available classify positions to a designated level not to exceed GS-15.
  - (2) When position standards are not available classify positions to a designated level not to exceed GS-12.
  - (3) Effect such changes only within the jurisdiction of the Chief of Station and not add nor delete functions of organizational elements nor cross career service lines.
- b. The Director of Personnel to delegate authority to a qualified individual, as defined in a above, to approve reassignment actions requested by the Chief of Station for subsequent authentication by the Director of Personnel or his Deputy subject to the following limitations:
  - (1) Reassignments may not change the career designation of the employee across career service lines nor move him to a position having a service designation other than that in which he has just previously been assigned or other than that corresponding to the one assigned to him.
  - (2) Reassignments may not transfer the individual across country lines.
  - (3) Reassignments will be reported to headquarters preferably in advance of the effective date of action, but no later than one week after the effective date, by air pouch.
- c. Operating Components at headquarters will report changes affecting positions and/or personnel to the Office of Personnel within a period of one week. The Office of Personnel will authenticate personnel actions on the SF-50 and effect distribution, including distribution to the Career Service concerned. Changes to positions will be documented on Form 261, and normal distribution effected.
- d. If reassignment of positions is involved, the Chief, Management Staff will post-audit the change, as well.

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